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Approved For Release 2000/08/15 : CIA-RDP80-01341A000100020006-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller's Career Service Board

DATE:

FROM : Assistant Management Officer, DD/A

SUBJECT: Program Plan for Career Service Board

1. Submitted herewith, in brief form, is a proposed draft covering the organization, functions and procedures for the Administration of the career service plan in the Comptroller's Area.
2. It is obvious that this first draft touches on high points only and would require more detailed procedure for implementation. If this approach is approved in principle, the opportunity for participation in further development and installation of an acceptable program would be appreciated.

Assistant Management Officer
DD/A

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1 Attachment

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COMPTROLLER'S CAREER SERVICE BOARD

A. RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of Agency components Career Service Boards are outlined in [REDACTED] 25 May 1953, paragraph 5. c. as follows:

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"c. RESPONSIBILITIES AND FUNCTIONS

It is the responsibility of these Office Career Service Boards to:

- (1) Advise the Office head or Senior Staff Chief on all matters affecting the personnel of his component.
- (2) Monitor the application and functioning of the Career Service Program within the component including:
 - (a) Executing relevant decisions of the CIA Career Service Board and making recommendations to the Board for improvement of the Career Service Program.
 - (b) Sponsoring and developing the Career Service Program of the component and reporting periodically to the CIA Career Service Board.
 - (c) Reviewing Personnel Evaluation Reports and proposed plans for the utilization and development of career employees including their training, assignment, rotation, and advancement.
 - (d) Recommending cancellation or continuation of proposed actions affecting the utilization and develop-

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ment of career employees.

- (e) Establishing a system of rotation within the component and participating in the development and execution of rotation assignments of career employees to other parts of the Agency and insuring that they are not overlooked for warranted promotion.
 - (f) Insuring that career employees on rotation from other parts of the Agency are assigned duties that provide experience commensurate with the objectives of their rotation plans and submitting semiannual Personnel Evaluations Reports on these employees to the sponsoring component.
 - (g) Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
 - (h) Reviewing continuously the personnel intake of the component with a view to insuring the acquisition of persons with long-range potentiality.
- (3) Supervising supporting groups or boards as appropriate for handling specialized functions within the component concerning the Career Service Program."

B. ORGANIZATION

1. The Comptroller's Career Service Board is organized in conformance with [REDACTED], 25 May 1953, paragraph 5 b. and is composed as follows:

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- (a) *Comptroller - to preside chairman*
- a. The Deputy Comptroller as presiding Chairman.
 - b. Chief, Organization and Methods, Member
 - c. Chief, Budget Division, Member
 - d. Chief, Fiscal Division, Member
 - e. Chief, Finance Division, Member
 - f. *Technical accounting staff - member*
Secretariat - Non-Voting Member
 - g. *Program analysis staff - member*
The Chief, Technical Accounting Staff and the Chief, Program Analysis Staff may serve as non-voting members.
2. The Comptroller will be considered Chairman of the Career

Can 2 assistants and other members

~~Service Board Ex Officio.~~

C. AIMS AND OBJECTIVES

- ✓ 1. Provide for personnel selection keyed to long term needs.
- ✓ 2. Maintenance of master position inventory of all Comptroller type positions throughout the *agency* organization.
- ✓ 3. Provide for orderly training of selected individuals in order to prepare them for specific assignments and *career* ~~career~~ *service* planning.
- ✓ 4. Provide for systematic rotation of individuals to various kinds of duties to meet *service* planning requirements for specific assignments or career *service* planning.
- ✓ 5. *Assume that all OSF designated positions are established through official channels*
Develop, in conjunction with the Personnel Office, qualification requirements ~~for specific positions~~ in terms of education, skills, knowledge, abilities, experience, and personal characteristics.
- ✓ 6. *Assure consideration of*
Maintain current and projected requirements for Career employees on a quantitative as well as qualitative basis.

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- ✓ 7. Develop an ~~executive~~ ^{with secretariat for continued} inventory of potential candidates for Comptrollership positions, and plan for the orderly development of the capabilities of such individuals.

D. OPERATIONS AND PROCEDURES

1. Records.

The Secretariat will develop and maintain the following basic records of personnel designated in the Comptroller series of career designations and authorized T/O positions:

- a. Personnel Evaluation Reports (Note: It may be desirable to post Summary information to Form 37-600 and return PER's to Office of origin).
- 2 b. Form 37-600, Career Service Board Record, which will contain data including specific educational attainment, training completed and scheduled, summaries of experience previous to Agency duty, summaries of duties performed and assignments held in the Agency, plans for individual personnel career development, and current information on rotation dates of overseas personnel.
- c. Position titles, job descriptions and organizational location of all T/O positions of the Comptroller type in the Agency, both headquarters and field.

2. Procedures.

a. General

- (1) (a) The Comptroller's Career Service Board will convene on the first _____ of each month for the conduct

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of its official functions.

3 { (b) An agenda will be distributed to all members of the Comptroller's Career Service Board five work days prior to each meeting.

- (2) Three voting members of the Board will constitute a quorum.
- (3) Minutes of each meeting will be distributed to all members, and a copy formally transmitted to the Agency Career Service Board.

b. Inventory and Evaluation

- (1) The Secretariat will provide for the procurement and maintenance of a current machine run of all T/O positions which are considered to be of Comptroller interest.
- (2) Wage and Classification will be requested by the Secretariat to supply job descriptions or position classifications on each of the positions included in the machine run referred to in paragraph (1) above.
- (3) The Secretariat, on an orderly basis, will arrange for the withdrawal of official personnel files of all individuals proposed for designation in the Comptroller categories and prepare summaries of these files on Form 37-160.
- (4) Completed Forms 37-160 will be grouped by primary categories such as:

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- (a) Comptrollership
 - (b) Budget
 - (c) Finance
 - (d) Fiscal
 - (e) Organization and Methods Examiners
- (5) Segregated groups will be given to Appropriate Board members for review and preparation of specific recommendations for Board action. Board members will prepare, by individual memorandum, recommendations proposed for implementation over an initial period of eighteen months. Such recommendations will cover proposals as to assignments for the period, rotational assignments if applicable, training courses to be completed, and tentative promotion plans or considerations.
- (6) Individual Board members will make appropriate selections of individuals recommended for career planning in the executive category of Comptrollership. The requirements and qualifications for this category will be developed and recommended to the Comptroller by action of the full Board.
- (7) The Board, on an orderly basis to be determined, will review the recommendations of the component members and submit Board action recommendations to the Comptroller.

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- (8) On Approval by the Comptroller of individual career plans, the Secretariat will enter appropriate planning data on Form 37-160 and establish a follow-up procedure to assure implementation of approved career plans.
- (9) Rotation dates and other pertinent information will be obtained by the Secretariat from the appropriate offices concerned with comptroller designated personnel on overseas assignments and establish a procedure whereby such information can be maintained on a current basis.

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1. NAME (Last) (First) (Middle)		2. POSITION TITLE	3. ORGANIZATION	4. GRADE (and date of rank)
5. EOD IN CIA	6. DATE OF BIRTH	7. MARITAL STATUS	8. DEPENDENTS	9. MILITARY AFFILIATION
10. WORK EXPERIENCE PRIOR TO CIA		11. CIA TRAINING COURSES		12. EDUCATION
				13. CLEARANCES
				<input type="checkbox"/> Secret <input type="checkbox"/> Full <input type="checkbox"/> OCl (Ltd. or Oper.) <input type="checkbox"/> "Q"
14. RESIDENCE IN FOREIGN COUNTRIES (PLACES & DATES)		15. OTHER INTELL. SCHOOL'S ATTENDED		16. LANGUAGES
1. NAME (Last) (First) (Middle)		2. POSITION TITLE	3. ORGANIZATION	4. GRADE (and date of rank)

Approved: _____ Date: _____

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